

VOCA Antiterrorism Supplemental Grant **Guideline Addendum**

This Addendum is to be used in conjunction with the January 2002 edition of the Victim of Crime Act Program Guidelines. This addendum addresses allowable and unallowable costs as determined by the Department of Defense Appropriation Act for 2002 which was passed on December 21, 2001. It is through this act that the Office for Victims of Crime (OVC), and by extension MOVA has received its direction for use of the appropriated funds for victims of the September 11 terrorist attacks. These funds must be used for “grants for counseling programs for victims of the September 11, 2001 terrorist attacks as well as their families and crisis responders.”

Allowable Costs

VOCA Antiterrorism Supplemental Grant funds and matching contributions must be used to provide allowable counseling services to victims of September 11, 2001 terrorist attacks, as well as their families and crisis responders. The program budget must be reflective of the program narrative and timetables. This list is in addition to the VOCA January 2002 Program Guidelines. This list of allowable costs supersedes the VOCA January 2002 Program Guidelines.

1. All services funded under the VOCA Antiterrorism Supplemental Grant are for the sole purpose of providing counseling to **victims of the September 11, 2001 terrorist attacks as well as their families and crisis responders**. All services funded through this grant must be provided for **free** and advertised as such.
2. For the purpose of expending these funds, the following definitions for “counseling” have been determined by OVC and will be accepted as an allowable cost.
 - ❑ *Crisis Counseling*: The application of individual and group treatment procedures which are designed to ameliorate the mental and emotional

crisis and subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

- ❑ *Crisis Intervention:* Counseling with a victim to examine the impact of the terrorism incident on the victim, identify needs resulting from the crime, develop a plan of services and resources required to respond to the victim's needs, and assist the victim in implementing the plan.
 - ❑ *Peer Support:* Activities that provide opportunities for victims with similar crime victim experiences to meet each other and which provide self-help, information, and peer and social support to assist them in receiving understanding and comfort and in adapting their lives after a crime.
3. Other allowable costs include case preparation, case orientation, case coordination and other costs essential to the provision of quality counseling services.

Unallowable Costs

In addition to the VOCA January 2002 program guidelines, the following list of services, activities, and costs **cannot** be supported with VOCA Antiterrorism Supplemental Grant funds. This list of unallowable costs supersedes the VOCA January 2002 Program Guidelines.

1. Any and all victim services that are **not** for the express purpose of providing counseling to victims of September 11, 2001 and their families and crisis responders.
2. **Training**
 - ❑ Providing and receiving training and training related travel is unallowable.
3. **Contracted employees/consultants** will **not** be approved to provide counseling to victims of the September 11 terrorist attacks or their families. It is expected that direct service work will be provided by employees of the applicable agency with an annual FTE salary ranging from \$35,000-\$45,000.

Financial Policies and Procedures

Budgets

1. Program budgets must include only those expenses to be paid for by VOCA Antiterrorism Supplemental grant funds. All VOCA Antiterrorism Supplemental grant services must be provided for **free** and at no cost to the victims. It is unallowable to generate any type of program income on VOCA Antiterrorism Supplemental grant funded personnel time.
2. It is expected that budgets will include an annual FTE salary range of \$35,000-\$45,000 with a 20% fringe for a total annual FTE cost ranging from \$42,000-\$54,000.
 - ❑ It is important to note that this is a 14 month grant. Salaries should be pro-rated to reflect the 2 months beyond the annualized salary. For example, an annual salary of \$35,000 with a 20% fringe rate would be budgeted for 14 months for a base salary of \$40,834, and a 20% fringe rate of \$8,167.
3. Programs may budget up to 25% of their VOCA Antiterrorism Supplemental grant for indirect costs.
 - ❑ 25% equals \$8,750-\$11,250 annually per each FTE.
 - ❑ Allowable indirect costs are defined as costs essential to the provision of quality counseling services.
4. **Contracted employees/consultants** will **not** be approved to provide counseling to victims of the September 11 terrorist attacks or their families. It is expected that direct service work will be provided by employees of the applicable agency with an annual FTE salary ranging from \$35,000-\$45,000.
5. There is **NO** match requirement for this grant.

6. **Volunteers**

- ❑ Volunteers are encouraged although not a requirement for funding consideration. Volunteer waivers will be granted upon written request.